



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Office of the Chief Financial Officer

825 North Capitol Street, NE, 7th Floor, Washington, D.C., 20002-1994

(202) 442-5885 – fax: (202) 442-5026

April 28, 2009

To all DCPS Employees,

Next week DCPS is joining the rest of DC government by upgrading to the PeopleSoft Human Resources, Benefits and Payroll System. PeopleSoft will track employee information, streamline the payroll process and allow employees a fast and convenient way to update their information. Your paycheck will reflect this change starting on May 8, 2009, and you may view your check online on May 6th.

Combining Multiple Paychecks Into One

One of the changes associated with the upgrade to PeopleSoft is that employees will no longer receive multiple paychecks from DCPS. Our records indicate that you have received multiple paychecks at least once since February 2009. **Starting May 8, 2009 you will only receive a single paycheck per pay period. This check will combine your earnings from multiple paychecks into one paycheck.** All general deductions such as union dues, parking, saving bonds, child support and One Fund will be deducted from this new, single check.

Effect of This Change

Receiving a single paycheck will *not* change your annual salary. It will, however, increase your gross earnings per paycheck. This increase may result in higher tax withholdings per pay period, and this might affect your overall net pay in your check. **This does not mean your annual salary is changing**

With the effect on your bi-weekly take-home pay we recognize that this may be inconvenient for you. However, because of the larger deduction per paycheck due to the greater amount on one paycheck, the amount you owe in taxes next April should be reduced.

Viewing and Adjusting Your Paycheck, Tax Exemptions and Allowances

The impact from this change will vary from employee to employee. To determine the impact on your paycheck, you can view your information online on May 6, 2009 using Employee Self Service. You may use this to compare your May 8th check to a previous paycheck.

Depending on how much you are impacted you may choose to make changes to your tax information for subsequent paychecks:

You can lessen the impact by making changes to your tax exemptions and allowances, which are determined when you file W4 and state tax allowance forms. There are online tools available that can assist you in determining your tax exemptions and allowances:

- www.irs.gov/individuals/page/0,,id=14806,00.html
- www.kiplinger.com/tools/withholding/index.php

There are also online resources that can assist you in seeing how changing your tax exemptions will affect your net pay:

- <http://www.paycheckcity.com/copaycycle/netpaycalculator.asp>

I encourage you to use these resources, and to consult with a knowledgeable tax preparer in order to assist you in estimating how changing your tax allowances will affect your tax withholding amount.

You may also use PeopleSoft Employee Self Service (ESS) to submit changes online to your W4 and State tax allowances:

- <http://www.k12.dc.us/peoplesoft/doc/PeopleSoftChangeTaxesProcess.pdf>

Changes you submit will be effective the date the information is changed and you will see the update in the following pay period. **I strongly encourage you to view your paycheck online using Employee Self Service starting May 6, 2009.** That way if you have any questions or concerns about your check, they can be addressed before they become problematic.

You can access Employee Self Service here: <https://pshcm.dc.gov/>. Recently DCPS sent you a letter listing your username and password information. Your username and instructions to access Employee Self Service are also being distributed by training teams that are visiting each school. Your principal will also have your username and password information by May 6, 2009.

Where to Call

We will have support staff ready to help you through the transition, on the phone and in person. We will also have resources available online.

- Please call (202) 442-4090 with any questions or concerns.
- Visit www.k12.dc.us/peoplesoft to learn more.
- If you have problems logging in, call (202) 727-8700.
- For in-person assistance, please visit the Office of Human Resources on the 6th floor of 825 North Capitol Street, NE.

Sincerely,



Noah Wepman
Chief Financial Officer, DCPS